

CHAPTER 6

SAFETY AND HEALTH PROMOTION PROGRAM

6.1 PURPOSE

The purpose of the promotion program is to enhance supervisor and employee understanding of the safety and health program through appropriate informational and promotional activities.

6.2 RESPONSIBILITIES

Supervisors will ensure that copies of the following will be made available upon request to employees or employee representatives:

- Occupational Safety and Health Act
- Executive Order 12196
- 29 CFR Part 1960
- U.S. Department of Labor's "What a Federal Employee Should do when Injured at Work"
- Applicable safety and health standards
- APHIS Safety and Health Manual

Organizational heads will ensure that in every APHIS work location there is a copy of the USDA Poster AD-1010. This poster will be displayed in a conspicuous place and in a way which prevents it from being removed or covered by other material. Exhibit 6.1 represents a reduced copy of the AD-1010.

6.3 ALLEGATIONS OF REPRISAL

No employee will be subject to restraint, interference, coercion, discrimination, or reprisal due to his/her participation in Agency occupational safety and health program activities. Any employee believing he/she has been discriminated against for safety and health related reasons should specify the grounds for such beliefs and submit the report to the Designated Agency Safety and Health Official:

Chief of Staff
Animal and Plant Health Inspection Service
Room 308-E
Whitten Building
P.O. Box 96464
Washington, DC 20090-6464

6.4 RECOGNITION OF SUPERIOR PERFORMANCE

Any employee or group of employees who demonstrates superior performance in discharging safety and health responsibilities should be recognized for such action. Also, any employee or group of employees contributing significantly to the safety and health program via suggestions or

special services should be recognized. APHIS employees, managers, and supervisors are encouraged to utilize the APHIS Incentive Awards program to nominate deserving individuals (see Chapter 12 for details).

6.5 EMPLOYEE AWARENESS

Fostering employee awareness of occupational safety and health matters requires continuing effort on the part of all supervisors and managers. Ordinary information channels such as newsletters, bulletins, and general correspondence should be utilized whenever possible to communicate safety and health related information to employees.

The APHIS Informational Center has a film library from which supervisors are encouraged to borrow films. A list of tapes can be obtained by calling 301-734-5240. The center will accept requests via FAX or e-mail.

FAX request to: 301-734-8391

e-mail request to: lcruz@aphis.usda.gov or jrusso@aphis.usda.gov

Requests should include ship to address, e-mail address, telephone numbers (voice and fax), and approximate date of use. If express mail is required, the Center requires an account number to bill, as well as an indication if the number is a third party account or recipient's account.

Once the request is received, the requestor will be contacted within 2 days to advise on the status of the film loan. Frequently films are out and require extra time to contact the current borrowers to make arrangements for returns and forwarding. If a response is required sooner, please indicate on the request.